



Michigan Department of State Police

Emergency Management Division Informational Letter

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Volume: 05-14 (05-11 follow-up)

June 29, 2005

TO: Local and District Emergency Management Coordinators
SUBJECT: National Incident Management System – Clarification on Compliance Requirements

This Informational Letter is a follow-up to 05-11 and the purpose is to provide you with an understanding and an update on the National Incident Management System (NIMS) compliancy strategies set forth by the NIMS Integration Center (NIC) and the Emergency Management Division.

Who needs to Comply and Adopt?

When NIMS was in its early stages, the NIMS Integration Center (NIC) required all federal agencies and departments to submit details on their grants that they felt pertained to NIMS. Currently, the NIC states that all preparedness grants in FY 2006 are contingent upon compliancy.

Even though the FY 2005 LETPP and the SHSP programs are being passed through from the county level, the Emergency Management Performance Grant (EMPG) and the Fire Assistance Grants are still issued directly to the individual emergency management programs at the city and township levels. Therefore all 109 emergency management programs at the local level (county, city and township) that receive federal preparedness grants must adopt and comply with the FY 2005 minimum NIMS requirements.

(A question you may have) Would the state direct the SHSP and LETPP money to the city and township programs because the county did not meet its minimum FY 2005 requirements?

(Answer) If a county receiving funding subject to the NIMS compliancy directive fails to make progress during the required time frame, it is possible that funds will be locked until compliancy is achieved. It is not the intent to deny funding to a jurisdiction that is working toward compliancy.

Who Needs to Complete the NIMS and NRP Courses?

Those who are required to complete the NIMS (IS-700) and NRP (IS-800) EMI courses by September 30, 2005, to meet the FY 2005 criteria, are those personnel who are involved in the implementation and supervision of emergency response within the emergency services disciplines and government administration (senior level administrators and supervisors, EOC command staff and their alternates).

However, EMD is encouraging more emergency personnel to begin taking the courses at all government levels to comply with future requirements. As you may be already aware of, the NIC is requiring that by September 30, 2006, all emergency responders complete the NIMS and NRP courses.

Please do not confuse Incident Command System (ICS) training and the IS-700 and IS-800 courses with one another. Even though they are under the NIMS umbrella, each covers specific material. Therefore, if you have taken ICS training, you must still take the IS-700 and IS-800 courses.

If you experience difficulty in training personnel, the Emergency Management Institute (EMI) has stated that an organization may facilitate the courses in a classroom setting by:

1. Printing the workbook.
2. Administering the courses to the personnel (students) and answering questions they may have.
3. Having the personnel access EMI's website and take the course exam online.

This method appears to be working the best to incorporate additional personnel to meet FY 2006 requirements. The other method includes obtaining scan trons from the Department of Homeland Security (DHS) to answer the questions, however this takes time to acquire the materials and send them into DHS for correcting.

Incident Command System (ICS) Training

Emergency management/response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards, including ICS courses managed, administered or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environmental Protection Agency and the U.S. Coast Guard.

The NIC also has developed training guidance for ICS training providers at the local level that facilitate ICS courses to other personnel within your jurisdiction which will help ensure that the training you offer meets the requirements of the National Incident Management System (NIMS). You may view this guidance online at http://www.fema.gov/nims/nims_training.shtm.

The Emergency Management Institutes's Command System Curriculum is offered at four course levels: ICS-100, 200, 300 and 400. ICS-100 and 200 courses are available as a web-based independent study format and as classroom delivered courses, however, 300 and 400 are only offered as classroom based. ICS-100 and 200 are entry level and are for those individuals who work in an ICS environment. ICS-300 and 400 are intended for persons with supervisory responsibilities, such as incident commander or planning section chief.

For questions regarding NIMS ICS training at the Hazardous Materials Training Center, you may contact Lt. Tony Garcia at 517-322-1853 or Sgt. Mike Johnson at 517-322-1708. For more information, please visit http://www.fema.gov/nims/nims_training.shtm for ICS course explanations and availabilities.

NIMCAST

A component of the FY 2005 compliancy is the "establishment of a baseline." You must access the NIMCAST which is a self-assessment tool available at www.fema.gov/nimcast for jurisdictions and organizations to evaluate their ability to effectively prepare for, prevent, respond to and recover from incidents. It is composed of 75 yes/no questions under the components of NIMS and allows you to:

- Measure compliance with ICS standards.
- Establish a baseline for planning.
- Assist in the development of plans (such as your NIMS Implementation Plan), to achieve capabilities and identify deficiencies.
- Review a comprehensive overview of the incident management program.
- Identify shortfalls and strengths in your program.

The NIMCAST is granted through permission from the Emergency Management Division (EMD) at the state level to the local level. You must notify EMD of additional personnel who you would like to have access to the system. You may email their name, phone number and email address to Jim Reardon at reardonj@michigan.gov. DHS will send to the individual via email a password with their username being their email address. If you have already registered with the system under a public account, you will not be under the State of Michigan's private account. It will be necessary for you to re-answer all 75 questions under the private account once you receive your temporary password. Your NIMCAST



password is only valid for 24 hours once it reaches your mailbox. Users need to log into their account within 24 hours of receiving a temporary password and change it. If it has been more than 24 hours since you received your password or if you have misplaced your password, you can receive a new password by selecting "Generate a New Temporary Password" option on the login page.

You must submit ("rollup") a report to the state by September 15, 2005. EMD will then view your report and send all reports on to DHS prior to September 30, 2005, to meet the FY 2005 deadline.

You may print out the assessment by selecting "Assessment" on the left side, answer the questions and then access the system online for data entry to make it easier.

A user friendly guide for the NIMCAST is available on its web page under the "Resources" box at the left side. A PDF file is available for you to print or browse through it. If you have difficulty with the system, please contact Jim Reardon at (517) 333-5017 or at reardonj@michigan.gov for assistance.

NIMS Implementation Plan

The Local Planning Unit of EMD is developing a standard *Implementation Plan* for you to use and populate based on your assessment and compliance with NIMS. The NIMCAST is an excellent tool to help you evaluate your program and incorporate the strengths and weaknesses you have identified into your *Implementation Plan*. Copies of this plan will be provided to you soon and assistance will be available upon your request to help in incorporating your jurisdiction's strategies into the plan.

Additional Comments

FY 2005 LETPP and SHSP funds may be used for the costs associated with the implementation and adoption of NIMS including training, planning and exercises. I encourage you to indicate a NIMS/NRP project with your FY 2005 Homeland Security funds since your 2006 Homeland Security funds are contingent upon compliancy. DHS grant funds from previous years are also eligible for NIMS and NRP adoption and implementation.

Sincerely,



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